



Financial Specialist

Non-Classified Classification

Open for Recruitment: December 16, 2015 – January 6, 2016

Announcement # NONCLS063835

Salary Range: \$17.50 - \$21.50 per hour -Plus Competitive Benefits!

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education is seeking a Financial Specialist to provide support to the Accounting Department.

The principal function of this position is to perform a variety of professional financial duties, including accounting, auditing, budgeting, financial analysis, and financial reporting. Incumbent will audit, resolve issues and process state procurement card transactions, conduct training with internal staff, work with school districts to explain internal grant accounting system and federal grant reporting, respond to inquiries, and resolve accounting/auditing problems. Incumbents research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.

Due to the nature of the work, the incumbent must be detail-oriented to process financial transactions quickly and accurately and provide financial and data analysis. Work is performed under the supervision of the Chief Financial Officer, with some work assignments coming from the Senior Financial Analyst. Work is performed with latitude granted for the exercise of independent judgment and initiative within standard policies and procedures. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES:

- Analyze, research, forecast, reconcile and process complex financial documents and reimbursement requests.
- Prepare, reconcile, and balance financial transactions utilizing broad knowledge of an organization's programs and financial requirements.
- Review, complete, and process financial documents to ensure compliance with laws, regulations, and policies for approval.
- Develop ad-hoc reports, spreadsheets, and other financial documents and procedures.
- Some incumbents deal extensively with public officials, business representatives, and/or the general public to identify and resolve non-routine issues.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or general business. Will consider equivalent working experience in lieu of bachelor's degree.
- Experience auditing, analyzing, and developing statistical, financial and budget reports.
- Good knowledge of accounting principles and practices, auditing theory, statistical reporting.
- Strong organizational skills.
- Excellent customer service skills; ability to work with other people on sensitive/controversial financial issues; ability to communicate orally and in writing with a wide variety of clients.
- Proficient computer skills to analyze, research, and maintain financial data and develop financial documents and reports.
- Experience in creating and using spreadsheet applications with MS Excel software.
- Experience using an enterprise-wide accounting system.

Extra consideration will be given for the following desired qualifications:

- Experience using Idaho's statewide accounting systems (i.e. STARS, IPOPS, IBIS, P-card, Travel Express).
- Working knowledge of federal grants management or federal cost principles, such as OMB Circulars A-87 and A-133.

TO APPLY:

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration.

The Exam for this position is to submit a letter of interest and customized resume'/CV. The letter of interest and resume' should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

TIMEFRAMES:

The State Department of Education seeks to fill this position as soon as possible following the closing date. Interview dates have not been determined at this time. Those applicants not selected will be notified.

**Thank you for your interest in employment with the
State Department of Education!**

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.